



# Hathaway Academy of Ballet

*Directors: Kirt & Linda Hathaway*

## ACADEMY POLICIES

Policies and Procedures are for students and parents registered during a school year.

### GENERAL STUDIO POLICIES

#### STUDENT REGISTRATION POLICIES

**Registration Fee: \$50 Annual Per Family**, *Non-Refundable–Not Applicable Towards Tuition*

Student Registration is “**First Come First Serve**” based on Class Availability - Student

Registration is a “**Full Year Agreement**”.

Student Registration Fee and (1<sup>st</sup>) Month Tuition Required for New School Year Enrollment.

Students withdrawal after 2<sup>nd</sup> month of semester are responsible for full semester tuition, *unless for medical or family moving reasons*

#### TUITION POLICIES

*No Pro-Rating for HOLIDAY - Regular Academy Closings.*

TUITION PAYMENT OPTIONS - Monthly Tuition, Half Year & Full Year

*MONTHLY TUITION PAYMENT METHOD - (ACH) Automatically Checking Account Deduction)*

*Automatic Checking Account Withdrawal -- Monthly Tuition is based on a 4-week month*

TUITION PAYMENT LATE FEE IS \$25 — RETURN CHECK FEE \$25 - (No Tuition Refunds)

DUE 1<sup>st</sup> Day of EACH MONTH - LATE After 1<sup>st</sup> Week of EACH MONTH

#### DISCOUNTS

10% Sibling Discount, Applicable to the Lesser Tuition Amount-

5% Half Year & Full Year Payment Discount

NO TUITION REFUNDS, NO PRO-RATING, CREDITS for Holidays or MISSED CLASSES

Classes can be made up anytime during the school year with current class level or level below

#### HOLIDAY CLOSINGS - See Academy Calendar

#### PLACEMENT

To ensure the highest quality of training for each student’s level the directors will decide the proper class level. Placement in all levels is based the academy curriculum and syllabus as well consideration of prior training, natural ability proper ballet facility, technical aptitude and technical proficiency.

#### POINTE PLACEMENT – Division IV & Up

Is at the discretion of the academy artistic directors with faculty consultation. Pointe Placement is determined after careful evaluation of strength of student’s legs, feet, ankles, hip-rotation, abdominal and back strength.

Three ballet technique classes per week required for Pointe

#### ATTENDANCE

Students are expected to attend all of their classes and to be punctual. Consistency is essential for the dancer's ability to develop proper technical skills and progress. If a student arrives 10 to 15 minutes late to class they may be asked to sit and observe. Please call the office if absences are necessary.

## **PARENT OBSERVATION**

During the Spring Semester of the academy school year there will be a *Parent Observation Week*.

Parents and family members are invited into the studio to watch their child's class.

**SEE ACADEMY CALENDAR FOR DATES!**

Parents will observe the students in their regular class setting and instruction of syllabus of the level. This will gain a greater understanding of their child's classical ballet and dance technique training regimen.

***Video and Photographs are allowed.***

## **PARENT CONFERENCES**

Parents Please do not approach faculty about your child's progress. Academy Procedures and Policies do not allow or the Faculty to engage with parents regarding placement and detailed progress.

If you have any concerns or questions about your child's dance class placement, progress, college guidance, summer workshop, etc., please email or call to schedule an appointment with the directors and we will confer with the faculty. We care very much about your child's progress and future in dance and want to develop an honest and authentic relationship with the students in their talents and abilities.

## **PRIVATE LESSON POLICY**

The Academy does allow the faculty to offer private lessons to the students in the academy. We encourage this extra enhanced training however it does not replace regularly scheduled classes. Please refrain from arranging privates directly with the faculty. All requests must be come through the office and requested in a timely manner. The directors will approve all requests for the faculty and all times will be placed on studio weekly calendar. The private lessons can be arranged for one month at a time.

- Students must be registered in classes to schedule private lessons
- No more than two students in a private lesson
- The fees are to be negotiated with individual faculty members.
- Facility Fee - \$10 per lesson for all privates except when taught by directors. Payable to HAB!

## **GENERAL CONDUCT POLICIES**

### **SAFETY**

Young students should not be left unattended prior to or following class. Prompt retrieval of your child is appreciated. Students are asked to remain in the academy lobby and not outside while waiting for rides. Students should wear cover-ups and street shoes when coming to and from the studio. Young students are not allowed in the studio without an instructor present. Only siblings and parents are allowed in the studio hallway viewing area.

Friends of all students must wait in front lobby.

**Siblings are not allowed to play in the dance studios.**

### **PARENT CONDUCT**

Parents will be respectful toward all employees of Hathaway Academy of Ballet and Collin County Ballet Theatre. If a conference is desired parents can make an appointment to meet with the Academy Directors. There should not be any open discussion of student placement or concerns/issues in the common area with other parents, students or faculty. The exception is a parent volunteer who needs to help coordinate rehearsals or performances. NO parent may discipline another parent's child. Parents will immediately direct any concerns with other students to the Academy Directors. Parents will not discuss placement of students openly or between classes with faculty. For any leveling issues or concerns you must make an appointment with directors.

### **TEACHER-STUDENT CONTACT**

In teaching the art of Ballet, as well as other dance disciplines offered by the Academy, it is entirely appropriate for a teacher to put their hands on a student to correct the student's posture, the physical line, or position of the student's body or part of his/her body, or to help a student hold a position. The Academy does not tolerate any teacher-student contact that is harmful or inappropriate. In enrolling their child in the School, parents acknowledge that it is Hathaway Academy of Ballet practice to correct students with physical contact.

### **STUDENT CONDUCT**

The School is committed to maintaining a healthy school environment that allows all students to participate and fully enjoy their dance training.

By enrolling in the academy, parents and students agree to the following codes of conduct:

- All students will be courteous and respectful to one another, to their teachers and other dancers.
- The Academy Directors will address concerns with any student whose attitude, discipline or overall conduct is unsatisfactory.
- Students will promptly report any injury or illness that occurs while they are at the School to their teacher or Academy Directors.
- Students will arrive and leave the School with appropriate clothing covering their dance wear. Students may watch rehearsals or other classes quietly from the hallway.
- Talking loudly in the hallways or causing distractions is not appropriate conduct.
- Students will be responsible for their own belongings.
- No valuables should be left unattended in the dressing rooms or studios. Personal items left in the dressing will be placed in the Lost and Found for a maximum of two weeks only. Items not claimed within that time will be removed from the Academy.
- There is no eating or drinking in the dressing rooms and studios. Students may eat or drink in the back hallway being mindful to clean up trash and/or crumbs.
- The Academy will not tolerate the theft of any School or other student's property. Students who participate in any theft face immediate dismissal from the School.

### **NO BULLYING POLICY**

#### **PLEASE NOTE:**

**WHEN BULLYING IS MENTIONED IN PARENT/DIRECTORS CONFERENCES  
A THIRD PARTY FACILITATOR WILL BE ASKED TO BE PRESENT IN MEETING**

The Academy maintains a strict no bullying policy. Students who verbally or physically cause harm or threaten to cause harm, who physically or psychologically intimidate another student, name call or harass other students for any reason will be placed on a probationary status or may face immediate dismissal from the Academy. The Academy strongly encourages students and/or parents to notify the Academy Directors with their concerns regarding student conduct. In situations of immediate conflict, students must not take matters into their own hands. Academy teachers and directors should be made immediately aware of the conflict so that they may help bring resolution to any problems that may arise.

### **ACADEMY RECITAL PERFORMANCE**

The Annual Academy Recital Performance is an opportunity for all the students in the academy to present on stage what they have been learning during the year.

Performing is an integral part of students training and we encourage participation.

**PLEASE NOTE: ALL STUDENTS REGISTERED IN SPRING SEMESTER ARE  
REQUIRED TO PARTICIPATE IN RECITAL**

**\$60 RECITAL SURCHARGE FOR DROPPED STUDENTS IN MID SEMESTER**

- **Academy Performance Recital Fee: \$125 EACH STUDENT, \$75 PER SIBLING  
Recital Fee Includes 2 Complimentary Tickets – extra tickets are \$15**
- Academy Performance Recital Fee is Due by February 1st, 2019
- No costume fees for the Ballet Classes - Students will wear the academy designated dress code style leotards and skirt used for their regular ballet classes.
- Costume Fees will be required for the Jazz, Modern Divisions & Project Company Members.
- An Academy Recital Performance Packet will be distributed with all details and information.